



Audio/Visual Equipment and Presentation Policy for Public Meetings

Individuals requesting the usage of audio/visual equipment, Internet connections, and electrical hookups for public forums such as Town Council and Planning Commission Meetings, must make a formal request to the Town's Public Information Office, by phone (540) 961-1199, or email browning@bev.net. As such, individuals wishing to give electronic or paper presentations must abide by the following guidelines. **Please keep in mind that public address sections of the Town Council and Planning Commission Meetings are limited to 5 minutes per speaker.**

Electronic Presentations

- Presentations must be provided by email or disk or cd in Power Point format for a PC. (Mac format will not be accepted)
- Formal requests must be made, and presentations delivered within three working days of the scheduled meeting
- The use of personal laptop computers, overhead projectors, or laptop projectors is not allowed. The Town has a designated laptop system and projectors that are configured specifically for in-house equipment. This system allow us to set up public presentations in an efficient manner and ensures that there will be no last minute glitches, which would delay the presentation
- Please do not use text or slide animations in presentation
- Presenters are encouraged to provide a script to be submitted with presentation, to ensure that the person operating the laptop will know when to transition slides.

Paper Presentations

- At least two hard copies of all presentations must be available to Town Officials on the scheduled meeting day
- Transparencies and paper presentations are allowable at public meetings. Formal requests for the ELMO Projector must once again be made to the Public Information Office, at least three days prior to the scheduled meeting. Otherwise, WTOB Channel 2 personnel located in the Council Chambers Control Room, must be made aware of the presentation immediately prior to the meeting. **(Please see the following instructions for proper use of the ELMO)**

Thank you for your cooperation and for allowing the Town of Blacksburg to serve you.

ELMO Projector Operations

The ELMO Projector in Town Council chambers will accept both transparencies and paper. It is important to note that ELMO is not a standard projector. What is placed on ELMO is not only projected onto a screen, but is turned into video to be shown live on WTOB Channel 2 during the meeting

Transparencies

To use a transparency, the light is projected from underneath the sheet. To activate this light source, select BASE. The BASE button is located on the panel in front of the projector on the left. (Please note that flat transparencies work best, as curled sheets may cause reflections from the house lights.)

Paper

To project paper, the light is shined from above. This button is also located on the panel in front of the projector next to the BASE button.

The two lamp selection buttons are toggle switches. Either one or the other may be on at a time, but not both at the same time.

Using a transparency layered over a sheet of paper does not work well as the light source from above reflects on the transparency.

It is recommended that paper be used for the ELMO to avoid possible reflections of other sources of light.

Adjust the height of the ELMO arm by turning the knob on the side of the arm. Raising the arm will show more of the transparency/paper. Lowering it will show less.

Adjust the focus accordingly. The buttons are located on the front panel.